1588 Maintenance Subcommittee Process

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v1.1
Maintenance Subcommittee: Purpose

• As with any document, IEEE Std 1588 can have bugs
  • Editorial and/or technical problems that can lead to incorrect interpretation
• Any reader can find a bug
  • Including someone who is not a member of the Working Group
• The 1588 Maintenance Subcommittee handles bugs
  • Input from anyone to subcommittee: Short request form
  • Outputs from subcommittee to Working Group:
    • Recommended status of request
    • For recommended change: specific text for additions, corrections, and/or deletions
Maintenance Subcommittee: Policy

- Formal policies and procedures for the 1588 Working Group are specified in the I&MS TC-9 P&P

- Maintenance Subcommittee is a "Subgroup" according to section 5
  - Cannot make binding decisions to change a draft
    - No binding votes in Maintenance Subcommittee
  - Nevertheless, the goal for each request is to achieve consensus in Maintenance
    - Expert participation in Maintenance helps subsequent Working Group votes to proceed efficiently
1588 Maintenance Process

- Flowchart describes the 1588 Maintenance process
- Details are provided after the flowchart
Flowchart (1 of 3)

Working Group members may Start here

Complete form and email request to 1588officers@listserv.ieee.org

Allocate request number. Enter request in database with status 'Received'.

Is form complete?

Yes

Continued

No

Complete the request

Status is 'Incomplete'

No

Is form complete?

Yes

In scope for Maintenance?

Yes

Continued

No

Status is 'Rejected'

No

Request is withdrawn by submitter before balloting

Status is 'Withdrawn'

Legend

Submitter Action

Maintenance Action

Working Group Action
Flowchart (2 of 3)

- **Is request technical, or editorial?**
  - **Technical**
    - Consult with technical experts. Status is 'Under review'
    - Edit text as needed.
    - Status is 'Ready'
    - Determine delivery project
    - Ballot as part of delivery project
    - Continued
  - **Editorial**
    - Edit text as needed.
    - Status is 'Ready'
    - Determine delivery project
    - Ballot as part of delivery project
    - Continued
    - Retry
Flowchart (2 of 2)

1. Request remains after ballots?
   - Yes: Status is ‘Approved’
   - No: Status is ‘Failed’

2. Project deliverable Approved by SA?
   - Yes: Request assigned to another project?
     - Yes: Retry
     - No: Status is ‘Approved’
   - No: No

Continued
## Maintenance Item Status codes

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>Item has been entered into the maintenance item database, but not yet reviewed by the maintenance subcommittee</td>
</tr>
<tr>
<td>Incomplete</td>
<td>The maintenance subcommittee determines that further information is needed from the submitter</td>
</tr>
<tr>
<td>Under review</td>
<td>Item has been discussed in the maintenance subcommittee but not yet resolved</td>
</tr>
<tr>
<td>Rejected</td>
<td>The maintenance subcommittee determined not to resolve the item</td>
</tr>
<tr>
<td>Ready</td>
<td>The maintenance subcommittee has achieved consensus on a proposed resolution for the item</td>
</tr>
<tr>
<td>Approved</td>
<td>The item resolution, possibly revised, has passed sponsor ballot and the project deliverable was approved by the IEEE SA Standards Board</td>
</tr>
<tr>
<td>Failed</td>
<td>The item has been removed from further consideration during balloting</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The submitter may withdraw the item at any time prior to working group ballot</td>
</tr>
</tbody>
</table>
Complete Form: Submitter Actions

1. Copy the following template text into an email
2. Complete the required information
3. Send email to 1588officers@listserv.ieee.org
4. If contacted due to incomplete request, return to step 2
Complete Form: Template Text

+--------------------------------------------------------------+
| IEEE 1588 REVISION REQUEST                                    |
+--------------------------------------------------------------+

DATE:
NAME:
AFFILIATION:
E-MAIL:

REQUESTED REVISION:
  PUBLISHED STANDARD:
  SUBCLAUSE NUMBER:
  PAGE (AT BOTTOM, NOT PDF):

RATIONALE FOR CHANGE:
<replace this text with a description of why the change is needed>

TEXT TO BE CHANGED
<replace this text with the text in the standard that is to be changed>

PROPOSED CHANGE:
<replace this text with specific proposed text to insert/delete/change>

IMPACT ON EXISTING NETWORKS:
<replace this text with a description of any changes to compatibility>
Maintenance Database

- All Maintenance requests are entered into a database
  - Database is posted publicly, so participant outside of 1588 Working Group can track status of submitted request
- Database format is not specified here
  - Might be as simple as an Excel spreadsheet
- Fields for each request include
  - Original fields from form (which can change over time)
  - Status of request as described in flowchart
  - Subcommittee Text
    - If request is rejected, this explains why
  - Delivery Project
In Scope for Maintenance?

• Some common reasons why a request is rejected...
  • Incorrect rationale
    • For example, maybe the submitter states that essential information is missing in the referenced subclause, but that information exists in a different subclause
  • New feature
    • The Maintenance process is not used for a new feature. Although a new feature will be rejected by the Maintenance subcommittee, the submitter is encouraged to propose the feature as a Working Group member
  • Breaks compatibility
    • Users of the standard demand compatibility. If the request would break compatibility, it cannot proceed in Maintenance. In some cases, the submitter can propose the request as a new feature.
Consult with Technical Experts

- Some technical problems require in-depth consideration by relevant experts
  - Especially true when compatibility is a concern
- If those experts are not available during a Maintenance meeting, the subcommittee may need to wait
  - 'Tech Experts' status indicates coordination of this review
Determine Delivery Project

• When a request's status is 'Ready' to be integrated, the next step is to identify a project, which can be
  • Amendment
  • Rollup Revision
  • Corrigendum
• Since identification of a project is often obvious, it is typically handled by in the maintenance subcommittee
• All further discussion and/or balloting of the request is handled as part of the delivery project
  • Therefore, the request is no longer handled by Maintenance
Exceptions to Ready Status

• Usually, the maintenance subcommittee will determine the resolution to the maintenance item

• The maintenance item resolution may be changed in the subcommittee that is drafting the delivery project
  • For example, if the delivery project is changing terminology, then the maintenance item resolution might be changed to be consistent with the rest of the delivery project

• The Working Group editor may change the maintenance item resolution
  • to fix minor editorial flaws or
  • to make it consistent with the IEEE style guidelines
Request Remains After Ballots?

- As ballots proceed for the delivery project, voting members might decide to remove the change from the draft
- After IEEE SA ballot is complete for the delivery project, the Maintenance subcommittee will revisit the request, in order to communicate final status in the database
  - Approve: Request remained in the project's draft (in some form)
  - Failed: Request was removed from the project's draft
- The Maintenance subcommittee does not track publication status after IEEE SA ballot
  - i.e. There is no 'Published' status after 'Approve'